

United States Embassy
Democratic Republic of the Congo

Request For Quotation PR10208858 - PD LAPTOPS

Dear All Interested Vendors:

The Embassy of the United States of America in Kinshasa invites you to submit your quote for the supply of laptops. Please see below for full details.

If you would like to submit an offer for these items, please follow the directions below.

1. The offers are due on **September 16, 2021, by 17:00 Kinshasa time**. Submissions received after this time and date may not be accepted.
2. Send your electronic proposals to kinshasabid@state.gov. Do not submit paper copies.
Title the subject line of your e-mail as follows:

PR10208858 – PD LAPTOPS (and the NAME of your company)

System for Award Management (SAM)

No award of \$30,000 or more can be made to an unregistered company.

If you are already registered in SAM, please provide proof of your registration with your submission.

If you are not registered in SAM, please see our Embassy Contract Opportunities web page for additional details on how to register. Registration is free of charge and valid for one year. All prospective vendors are highly encouraged to start SAM registration as soon as possible.

Please continue to watch our website for new postings and for updates to this and other procurement opportunities.

Sincerely,
The Contracting Officer

Specifications

If you would like to submit a quotation, please include the following as a minimum of the specifications required.

The Embassy has a preference for HP ProBook but will consider all equivalent brands.

1. **Laptop: Quantity: Thirty-five (35)**

Windows 10 Pro Operating System

8 GB Memory

1 TB Hard Drive

15 CPU@ 2.50 GHZ

Micro-Soft Office 2019 Student Edition

2. **Delivery Date:** 25 Days after receipt of purchase order.

3. **Delivery location:**

American Embassy Kinshasa Receiving Section
498 Avenue Lt. Col. Lukusa,
Kinshasa, DRC.

4. **Warranty:** Warranty must be applicable in DRC.

Submission Requirements:

1. Include the **PR number** on all quotation documents
2. A detailed description of the product offered
3. Specify deliver date
4. Specify warranty information

Warranties and Guarantees

Any expressed or implied international warranties or guarantees shall be valid in the Democratic Republic of the Congo.

Taxes/VAT: Do not quote taxes. The U.S. Embassy in Kinshasa has taxes free status.